



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** December 11, 2007

**TO:** Mayor and Councilmembers

**FROM:** Administrative Services Department

**SUBJECT:** Managers' Special Assignment Pay

### **RECOMMENDATION:**

That Council approve and authorize the City Administrator to implement Special Assignment Pay for management employees, effective July 1, 2007.

### **DISCUSSION:**

On occasion it is necessary for a Management employee to temporarily be assigned special duties or a special project. In these cases, the Management employee may not be working in a full "Acting" capacity, where he or she is performing the essential functions and duties of another management classification, but is given duties and responsibilities above and beyond what is expected from his/her job responsibilities.

The City has no existing provision to compensate management employees for taking on additional responsibilities outside the normal scope of their jobs. The creation of Managers' Special Assignment Pay will address the issue of pay when a management employee has been assigned special duties or a special project.

This special pay provision is also one aspect of the Succession Planning-Talent Exchange Program. In the next five to ten years there will be a major retirement turnover of the City's management team. This special pay provision along with other career development programs will assist in providing an incentive for aspiring managers to take on those additional responsibilities which will prepare them for future leadership roles in the organization

The recommended addition to the Management Salary Compensation Plan provides that the City Administrator may adjust a manager's salary upward from 1% to 20% for a period up to a year based upon the additional duties being performed. The term can be extended an additional year if the additional duties continue.

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REVIEWED BY: \_\_\_\_\_Finance \_\_\_\_\_Attorney

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**BUDGET/FINANCIAL INFORMATION:**

The increased cost of the Managers Special Assignment Pay is expected to be absorbed by the budget of the affected department.

**ATTACHMENT(S):** Amendment to the Management Compensation Plan

**PREPARED BY:** Christie Lanning, Human Resources Analyst  
Barbara Barker, Human Resources Manager

**SUBMITTED BY:** Marcelo A. Lopez, Administrative Services Director

**APPROVED BY:** City Administrator's Office

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**SPECIAL ASSIGNMENT PAY**

When a Manager is temporarily assigned special duties or a special project, that employee may be eligible for Special Assignment Pay. In these cases, the Management employee may not be working in an "Acting" capacity, where he or she is performing the essential functions and duties of another management classification, but is given a special assignment or a special project above and beyond what is expected from his/her current job classification.

The City Administrator or his/her designee will determine the special pay rate, if any, ranging from 1% to 20% of the manager's salary. This special pay provision may be provided to the management employee on a temporary basis, reviewed at least annually and is not to exceed two years on the same assignment. The completion of a special pay assignment project may be followed by new special pay assignments.